

Executive Licensing Panel - minutes

Centre 0008 (IVI Midland)

Variation Change of Person Responsible (PR)

Wednesday, 1 May 2019

HFEA, 10 Spring Gardens, London SW1A 2BU

Panel members	Richard Sydee (Chair) Niamh Marren Dina Halai	Director of Finance and Resources Regulatory Policy Manager Scientific Policy Manager
Members of the Executive	Bernice Ash	Secretary
External adviser		
Observers		

Declarations of interest

- Members of the panel declared that they had no conflicts of interest in relation to this item.

The panel had before it:

- 9th edition of the HFEA Code of Practice
- Standard licensing and approvals pack for committee members.

1. Consideration of application

- 1.1. The panel considered the papers, which included an application form, an executive summary, previous licensing minutes, a CV and confirmation of acceptance from the proposed Person Responsible (PR).
- 1.2. The panel noted that the proposed PR, Dr Gillian Lockwood, is willing to assume the responsibility of the role of PR. The proposed PR had previously completed the PR Entry programme and her first 17 year term as PR at IVI Midland only ended in June 2017, i.e. less than two years ago; she has continued to work at the centre since this time. As is standard practice given these facts, the executive has not requested the proposed PR to repeat the PR entry programme as this would only be considered if the PR had been out of the role for more than two years. The HFEA inspector for the centre agrees with this proportionate approach.
- 1.3. The panel noted that Dr Gillian Lockwood has suitable qualifications for the role of PR.
- 1.4. The panel noted from the information provided that the character, qualifications and experience of the proposed PR, Dr Gillian Lockwood, are suitable to carry out a PR's duties under section 17 of the HFE Act 1990 (as amended).
- 1.5. The panel noted that all information required under General Directions 0008 has been provided.
- 1.6. The panel noted the inspectorate's recommendation to vary the centre's licence to Dr Gillian Lockwood as the PR.
- 1.7. The panel noted that evidence has been provided, by the current PR, that all the recommendations for improvement made at the time of the last inspection have been fully implemented.

2. Decision

- 2.1. The panel agreed it was in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of Licence Holder and Person Responsible.
- 2.2. The panel endorsed the inspectorate's recommendation and agreed to vary the licence of IVI Midland (centre 0008) with immediate effect to reflect the change of Person Responsible to Dr Gillian Lockwood in accordance with Section 18A of the HFE Act 1990 (as amended).

3. Chair's signature

- 3.1. I confirm this is a true and accurate record of the meeting.

Signature



Name

Richard Sydee

Date

2 May 2019